RIDE is required to conduct test administration monitoring visits to ensure that testing procedures are followed and to obtain feedback for improvement of test protocols, procedures, and policies. This year is no different in that monitoring of state assessments is still necessary and required.

Changes for 2020-21: The procedure for the monitoring visits will change slightly to accommodate the health and safety guidelines that all districts and schools are following in response to COVID-19. The questions on the form have been changed to accommodate the unique circumstances of this school year and to reflect that RIDE staff will not be conducting in-person monitoring visits. We are asking that district and/or school testing coordinators conduct a walk-through during testing using the checklist at the end of this document.

Overview of Process:

1. RIDE will select the schools and schedule a Zoom conference call with school and district staff. The intent of the Zoom conference call is the same as in previous years: to ensure schools have the information needed to plan for and conduct a successful administration.
2. The purpose of the Zoom conference call is the same as it has been in past years: RIDE and district/school staff will review the questions on the Statewide Monitoring Visit Form together and answer any questions about any part of the test administration process.
3. Instead of RIDE staff conducting a walk-through, a school-directed in-person walk-through using the checklist at the end of this document is required. After the walk-though is complete, a copy of the checklist should be sent to assessment@ride.ri.gov, or faxed to 401-222-3605, or submitted through this Google Form (please note: if your checklist contains any student or teacher names or information, it *must* be submitted through fax *only* for confidentiality purposes).

School Selection Process

Schools can be selected for a monitoring visit in several ways:

- randomly from a pool of schools not selected in the previous two years
- reported testing irregularities the previous year
- LEA or school requested a monitoring visit from RIDE

Rhode Island Department of Education

DATE: _____

GRADE(s): _____

DISTRICT: _____ **SCHOOL:** _____

ASSESSMENT(s): ☐ ACCESS for ELs   ☐ ALT ACCESS for ELs   ☐ RICAS ELA   ☐ RICAS Mathematics

☐ DLM ELA   ☐ DLM Mathematics   ☐ DLM Science ☐ NGSA ☐ PSAT 10 ☐ SAT ☐ NAEP

Questions	Notes
How did the Test Coordinator prepare for testing? ✓ *Did you find the Test Coordinator Manual helpful? Were there any questions the manual could not answer for you?* ✓ *Do you understand the process and requirements for submitting a Medical Exemption?* ✓ *Did you find the materials on accommodations helpful? Were there any questions the materials could not answer?* ✓ *Did you find the Test Coordinator Workshop webinars helpful?* ✓ *Describe the process you used to review the registration file to ensure all of your students are registered for testing and are assigned the correct grade-level test(s)? Do you know who to contact to correct student information?* ✓ *Describe how you prepared your school and the test administrators to administer accommodations. Describe any challenges.* ✓ *Describe the protocol for distributing, collecting, and tracking test materials each day.* ✓ *If you called the Service Center or Help Desk for this test, were they able to answer your question and/or resolve your issue?*	
✓ *How many students, if any, do you anticipate will not take the state assessments for COVID-related reasons?*	
✓ Describe the health and safety protocols that your school is implementing. Do you or your staff still have concerns about how to administer the test and maintain the health and safety protocols? If so, what are they?	
How did Test Administrators prepare for testing? ✓ *Describe the training opportunities test administrators had and how the Test Administration Manual was reviewed during training. What were common questions or issues they had?*	
✓ *Approximately how many test administrators were you able to train for the assessments given in your school?*	

Questions	Notes
✓ *Describe the opportunities they had to try the practice tests, accessibility features, and any tutorials? Are there any materials you feel you need to help test administrators prepare?*	
✓ Please describe your schedule and process for testing students. For example, what is the schedule or process for testing students who are 100% distance learning vs. those who are attending school in-person.	
✓ How has your district/school handled any transportation issues?	
✓ *Were they trained on accommodations/accessibility features?* ✓ *What is your process for reviewing the effectiveness of the accommodations/accessibility features?* ✓ *Which technical issues are they trained to resolve?* ✓ *Were Test Security Agreements for this test signed and submitted to the test coordinator?*	
How did you prepare students for testing? ✓ *Describe the messages you sent to parents and students regarding testing.* ✓ *Are there any materials you developed or opportunities you provided for parents regarding testing or reporting?* ✓ *Describe the opportunities students had to try the practice tests, accessibility features, and navigating the online test system.* ✓ *Are there any materials you feel you need to help students prepare but didn't have?*	
Describe your process for correcting and updating student data prior to testing. ✓ *Do you know who maintains the LEP Census, IEP Census, and Enrollment Census for your school/district?*	

Any additional comments/questions/concerns?

Rhode Island Department of Education

Directions: Monitoring of state assessments is required to ensure that all protocols and procedures are implemented correctly. Due to the COVID-19 pandemic, RIDE staff will not be conducting in-person monitoring visits. District and/or school staff are required to complete this checklist as part of a modified monitoring process. For more information assessment monitoring, please contact your district testing coordinator or see www.ride.ri.gov/tc. Once complete, this form should be given to your district testing coordinator and emailed to assessment@ride.ri.gov or faxed to 401-222-3605.

DATE of Walk-Through: _____ **GRADE(s):** _____

DISTRICT: _____ **SCHOOL:** _____

Name of Person Conducting Walk-Through: _____

Role/Title: _____ **Phone Number:** _____

ASSESSMENT(s): ☐ ACCESS for ELs   ☐ ALT ACCESS for ELs   ☐ RICAS ELA   ☐ RICAS Mathematics

☐ DLM ELA   ☐ DLM Mathematics   ☐ DLM Science   ☐ NGSA   ☐ PSAT 10   ☐ SAT   ☐ NAEP

NOTE: Only district or school staff may administer the state assessments. Anyone who administers or assists a test administrator during testing must have completed all training requirements and signed the test security agreement. If not, then testing cannot continue until these conditions have been met.

Rooms and sessions observed:

Question	Notes (please write legibly)
1. Did the test administrators use the appropriate manuals and other materials, including manipulatives, required for this assessment?	YES NO Notes if NO:
2. Was information removed from the walls of the classrooms that could unfairly aid students during testing?	YES NO Notes if NO:
3. Did the test administrator actively proctor during testing? For example, the test administrator watched the students test, was available to answer their questions, and did not engage in other work, such as grading papers.	YES NO If NO, please remind test administrator to actively proctor test.
4. Were any technology issues resolved?	YES NO N/A
5. Did the test administrator provide assistance to students with the online test system without hinting or providing clues to answers?	YES NO N/A

6. Did the test administrator follow the cell phone/personal device policy as outlined by your school and/or district?	YES NO* *If NO, stop testing and ask test administrator to implement the policy before continuing testing.
ACCOMMODATIONS	
7. If administering a test session with a student who requires an accommodation, did the test administrator provide that accommodation?	YES NO* N/A If NO*, stop testing and contact your district testing coordinator for instructions.
8. **Read Aloud Accommodation**: Did the test administrator follow the guidelines for administering the read aloud?	YES NO N/A